

5/21/12

Western Queens Consultation Center

RE: CLIENT NAME

DOB: 00/00/00

Dear Ms. Thomas,

I am an attorney representing Ms. S. in an ongoing family court proceeding. I am writing for two reasons: to provide you with some additional background information regarding her child neglect case, and to make you aware that we'll be asking for a letter for her next court appearance.

With Ms. S's permission, I am attaching a copy of the child neglect petition that ACS filed against her. These are just allegations at this time, but they provide an understanding of why ACS removed her child from her care and what concerns may be addressed in counseling.

As an advocate for Ms. S, I work to inform ACS and the court of the positive progress she makes in her programs. Her next scheduled court appearance is July 12. We aim to get her child returned to her as soon as possible. It would be extremely helpful to Ms. S if by **July 6**, you could write a letter addressing:

- Treatment schedule and attendance, including start date
- That you have received the child neglect petition
- Treatment goals, if any, that she has identified
- What insight she has gained or what she has learned from counseling thus far?
- Anything else positive you may have to say about her participation and engagement

I appreciate your help with this matter. Please feel free to call me at 888-888-8888 if you need clarification on anything. You can fax me the letter at FAX: 999-999-9999. Thank you!

Regards,

Lauren Reiser
Attorney